



CITY OF HOUSTON

Job Posting

Applications accepted from:

All Persons Interested

Job Classification

Airport Supervisor

Posting Number

PN# 107286

Department

Houston Airport System

Division

William P. Hobby Airport

Section

Airfield & Grounds

Reporting Location

7800 Airport Blvd.*

Workdays & Hours

Varied, Normally M-F *

***Subject to change**

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Supervises laborers and skilled workers in varied maintenance activities for ground upkeep, fence repair, runway pavement and other areas. Prepares daily and weekly work schedules and verifies daily work reports. Monitors work for safe and timely completion. Inspects finished job sites for quality and productivity. Plans work assignments and prioritize work utilizing manpower and equipment to effectively meet deadlines. Responsible for ordering and maintaining adequate levels of stock and supplies. Maintains accurate records in support of section operations. Trains and counsels subordinates and handles disciplinary actions both oral and written.

WORKING CONDITIONS

Performing these duties will involve: visually observing and differentiating details, walking long distances for extended periods and climbing stairs; operating city vehicles; speaking and writing effectively; adjusting to interruptions and changes; working in inclement weather; using two-way radios; adjusting to repetitive activities and dealing with people in tense situations; may be required to lift up to forty (40) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of experience in operations and/or maintenance of a large facility are required, with some supervisory experience preferred.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Computer skills using Microsoft Word, Windows 95, Excel and PowerPoint. Pavement experience desired. Bilingual skills a plus.

SELECTION/SKILLS TEST REQUIRED **The selection process will involve written work samples and/or interview.**

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 18</u>	
\$1,230.00 - \$1,417.00 Biweekly	\$31,980.00 - \$36,842.00 Annually

OPENING DATE

OCTOBER 26, 2005

CLOSING DATE

NOVEMBER 8, 2005

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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